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Personnel

HILL AFB SPIRIT AWARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, Awards and Decorations Programs. This instruction prescribes the procedures for nomination and awarding of the Hill AFB Spirit Award. It is applicable to all civilian employees and military members whose work location is Hill AFB, Utah Test and Training Range (UTTR), or Little Mountain, including members of participating tenant units and employees of participating contractors. This award provides for peer and supervisor nomination of individuals for their superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations. The intent is to generate and maintain a spirit among all employees which fosters continuous improvement in support of the overall Hill AFB mission. The spirit is expected to begin with the lowest ranking employees before working its way up to the highest levels.

SUMMARY OF REVISIONS

Paragraphs 1 and 5.1 were revised so that off-station federal employees may be nominated and receive awards under special circumstances. Paragraphs 3.1 through 3.2 were enhanced for clarification in addition to paragraph 5.2, which specifies that the awards monitor within the recipient's home office is responsible for processing the award. The requirement to maintain files in accordance with AFMAN 37-139, Records Disposition Schedule, was added to paragraphs 5.5 and 5.6. Paragraph 5.8 was revised to indicate who should be invited to the presentation when another organization funds an award. Paragraph 7 implements specific funding requirements for off-station federal employees. Paragraphs 7.2, 7.2.1, and 7.2.2 have been added (7.2 was moved to 7.3) to implement procedures for off-station federal employee nominations. A (|) indicates revision from previous edition.

1. SCOPE. All employees whose work location is at Hill AFB, the Utah Test and Training Range, or Little Mountain are eligible for this award. This includes military members, appropriated and non-appropriated civilian employees of participating units, and employees of participating contractors. Awards for

contract employees may not be paid from government funds. Under special circumstances, off-station federal employees may be nominated for this award if they have made a significant contribution that greatly benefits Hill AFB.

2. RESPONSIBILITIES. The Spirit Award Committee provides overall program direction, prepares publicity, ensures proper administration, and purchases and maintains sufficient inventories of award products. Labor and Employee Management Relations Branch (OO-ALC/DPCE) prepares issue documents, maintains the database, files the source documents, and coordinates procurement of award items being replaced and for participating contractors. First-level supervisors provide a quality check of the nomination and make recommendations. Directorate, wing, or group-level commanders have approval/disapproval authority and make presentations. Organizational resource managers list the appropriate funding source and ensure the funds are available. Organizational awards monitors provide the final review for meeting the criteria and intent of the award, prepare certificates, and pickup award items from the Individual Equipment Office (75 LG/LGSCI) for presentation. 75 LG/LGSCI stocks, stores, and issues the award items. The Public Affairs Office (OO-ALC/PA) publicizes data provided on the award and award recipients in the base newspaper as often as practical.

3. CRITERIA FOR AWARDS. Though the object is to have the award available for all employees, the contribution must be regarded in comparison to the individual's grade and job responsibilities (i.e., more is required of a GS-12 employee or an officer than of a GS-05 employee or an airman). Supervisors must consider the significance of the contribution compared to normal responsibilities to ensure the employee has exceeded expectations. The employee's overall performance must not contain any disciplinary or adverse action information, or action that reflects unfavorably on the exemplary performance deserving recognition. Nominations may be submitted for either of the two options that follow:

3.1. Continual performance with excellence, integrity, and service before self, that results in contributions to the efficiency, economy, or other improvement of government operations. General examples follow but actual nominations should provide enough details/specifics to clearly convey actions and results.

3.1.1. Demonstrating outstanding leadership over a period of time, which resulted in improved operations.

3.1.2. Eagerly taking on several tasks, challenges, and/or changes with outstanding results or during a difficult period while also maintaining regular work assignments.

3.1.3. Displaying consistently high standards and dedication resulting in continuous process improvements.

3.2. A non-recurring accomplishment that would otherwise meet the requirements of, and may be an alternative to, a notable achievement award or a time-off award. General examples follow but actual nominations should provide enough details/specifics to clearly convey actions and results.

3.2.1. A superior accomplishment that contributes to meeting or exceeding mission goals.

3.2.2. Doing an especially fine job on a difficult task that saved resources or resulted in improvements.

3.2.3. A contribution that resulted in a significant productivity gain.

3.2.4. Personal effort that significantly contributed to the efficiency, economy, or other improvement of government operations.

4. SUBMISSION AND FORMAT: Any employee or supervisor may nominate another employee. Nominations are submitted to the first-level supervisor or if the first level is nominating, to the second-level supervisor. Nominations must be submitted (typed or in legible handwriting) on OO-ALC Form 520, Hill Air Force Base Spirit Award Nomination (available at web site: <http://scsweb.hill.af.mil/pdl/500-599.htm> – use with FormFlow).

4.1. Provide the name of the nominee, last four of the social security number, duty title, unit and office symbol or company, rank or grade (not applicable for contract employees), and duty telephone number. The initiator includes his/her name, duty telephone number, and the date.

4.2. Provide a statement describing what the nominee did or does to improve government operations and what effect it has had (refer to the required criteria in paragraph 3) along with the approximate dates of occurrence. Mark the approximate jacket size (first award only) or mark “pin only.” Team nominations require one form for each team member. Actions should have occurred within the recent past but not more than one year before the date of submission.

5. PROCESSING:

5.1. Step 1. The recipient’s supervisor (first or second-level supervisor in accordance with paragraph 4) ensures the reason for nomination meets the criteria and intent of this instruction; additional information may be requested and/or the supervisor may add to the justification. If the supervisor agrees with the nomination, he/she marks the “I recommend” block and signs on the back of the OO-ALC Form 520 and forwards it to the organizational awards monitor. The supervisor may document the recommendation in the Supervisor’s Records (either on the AF Form 971, Supervisor’s Employee Brief, or by retaining a copy). Nominations for off-station federal employees and contract employees will be processed in accordance with paragraph 7 as applicable. If not recommended, the supervisor informs the nominator and destroys the nomination.

5.2. Step 2. The recommended nomination is forwarded to the organizational awards monitor. The awards monitor within the recipient’s home office ensures all blocks are completed and that the nomination meets the criteria and intent of the award before coordinating, and forwarding it to the organizational resource advisor. If the nomination has missing data or does not meet the criteria and intent, discuss it with the supervisor and/or nominator; make appropriate recommendations or changes. Prepare a spirit award certificate and forward it with the nomination.

5.3. Step 3. The organizational resource advisor enters the organizational account code (which consists of 3 digits) and signs on the front of the OO-ALC Form 520. If funds are not available it may be necessary to hold it until funds become available, or to confer with the directorate, wing, or group commander, and possibly with financial management. The completed nomination is forwarded to the directorate, wing, or group commander for approval. NOTE: If another organization has benefited from an employee’s contributions, they may opt to fund the award, which requires completion of step 3 only.

5.4. Step 4. The recipient's directorate, wing, or group commander approves or disapproves the award and signs the nomination and certificate (if disapproved, treat the same as not recommended, see paragraph 5.1.). The approved nomination and certificate are forwarded to organizational awards monitor.

5.5. Step 5. The organizational awards monitor makes a copy of the approved nomination and forwards it to OO-ALC/DPCE. The original nomination and the certificate are retained for presentation. Disapproved awards are returned to the supervisor (if not recommended, see paragraph 5.1.). The monitor may retain and file a copy of the approved nominations in accordance with AFMAN 37-139.

5.6. Step 6. OO-ALC/DPCE enters award data from a copy of the approved nomination into a database and prepares an issue document with the proper organizational account code. The nomination copy is filed in OO-ALC/DPCE and the issue document is forwarded to the organizational awards monitor. The purpose of the database is to ensure that only first time award recipients receive jackets, additional awards are for pins only (pins are redesigned each year). The database is also used to assign an inventory number for each jacket, to determine the number of awards processed, and for publicity. Files are maintained in accordance with AFMAN 37-139.

5.7. Step 7. The organizational awards monitor takes the issue document to 75 LG/LGSCI (Building 830, Bay C, open from 0730 to 1500, Monday through Thursday) for issue of the award items (jacket and/or pin). The monitor signs for the award items issued. 75 LG/LGSCI provides a receipt for the transaction and charges the appropriate organizational funds. The monitor keeps the receipt on file.

5.7.1. The organizational awards monitor delivers the award merchandise, certificate, and a copy of the nomination to the presenter and ensures the presentation is made as soon as possible. If the jacket does not fit, the recipient can return it to 75 LG/LGSCI by presenting the issue receipt (on file with the monitor) along with the jacket, and having another size issued. Exchanges should take place within one week after presentation; the jacket may not be altered in any way (i.e., written on, damaged from ironing, etc.).

5.7.2. The organizational awards monitor provides the award recipient with a number (as shown on the issue document) to be placed, with permanent marker, inside the left breast of the jacket for security purposes. Placement of the number inside the jacket is optional, at the employee's discretion, but is intended to assist in identifying the jacket if it becomes lost or stolen.

5.8. Step 8. The recipient's directorate, wing, or group commander should present the award in the employee's work area, with maximum participation by the recipient's peers and the nominator. If another organization is funding the award, invite the director, commander, or other representative as appropriate. The reason for the award should be communicated to the recipient and the audience.

6. PUBLICITY. OO-ALC/DPCE lists current award recipients in a monthly electronic message to awards monitors. Awards monitors respond within one week if any of the listed recipients have not received their award. The updated list will be forwarded to OO-ALC/PA for publication in the base newspaper. The Spirit Award Committee prepares articles and advertisements on the award to encourage participation.

7. FUNDING: Units are assessed funds based on participation. Each time an award is given, unit supply funds are charged for the cost of the merchandise (not to exceed \$50 per award item). Nominations for off-station federal employees will be funded by the nominating organization. A participating contractor

must fund the award for a nominated contract employee; the award cost will be slightly higher due to low-volume orders and shipping costs.

7.1. Nominations for contract employees must be approved by an associate directorate, wing, or group commander. Complete the resource advisor information on the form (a resource point of contact with the company) and provide the company's address and a fax number. Forward the approved nomination to OO-ALC/DPCE (Building 1245, Room 10). The resource advisor will be contacted with instructions for issuing a check and pick-up or shipment of the award items. OO-ALC/DPCE coordinates payment to the supplier and shipment of the award items for contractors. If you have questions, contact the Incentive Awards Program Manager in OO-ALC/DPCE.

7.2. Nominations for off-station federal employees will be completed and processed similarly to Hill AFB nominations with the following exceptions:

7.2.1. The nominating organizations' award monitor will contact the employee's supervisor for his/her recommendation. A copy of the nomination will be faxed to the supervisor to obtain a signature and have any missing data completed. A return fax of the completed OO-ALC Form 520 containing the signature will be attached to/or replace the original nomination package for further processing. If not recommended, the supervisor informs the nominator and destroys the nomination.

7.2.2. The nominating organization completes the steps in paragraphs 5.2. through 5.7. The monitor will arrange for the jacket, pin, and certificate to be sent to the employee's home office for presentation in accordance with paragraph 5.8. Whenever possible, the nominator should be present for the presentation.

7.3. Lost, stolen, or damaged/worn award items may be purchased for replacement by award recipients. The cost will be slightly higher due to low-volume orders and shipping costs. The award recipient prepares a written request, indicating their name and telephone number, which items need to be replaced and the reason. Upon verification of a previous award, the recipient will be contacted with instructions for issuing a check and pickup. OO-ALC/DPCE forwards checks and orders to the supplier, and receives the award items for replacement.

8. LIMITATIONS. There should be no limitation or quota put on the number of awards as the primary purpose of this award is to foster continuous improvement of government operations by all employees.

9. INTERNAL PROCEDURES. Items purchased by the committee will be selected for their quality, desirability by the work force, and will not exceed \$50 in value. Award items must display the Hill AFB Spirit logo which clearly identifies its significance to the Hill AFB mission. The Spirit Award Committee selects award items with input from a cross section of base personnel. New pins will be designed each year and will incorporate ideas and suggestions from employees (normally in the form of a contest during the month of September).

10. AWARD. The primary award is a lightweight, casual jacket that is dark blue in color with an embroidered logo over the left chest area. A small lapel pin will be awarded with the jacket and for each subsequent award.

11. FORM PRESCRIBED. This instruction prescribes OO-ALC Form 520, Hill Air Force Base Spirit Award Nomination.

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Commander